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Directory of Interlibrary Loan Policies and Duplication Services in Nova Scotia Libraries

Nova Scotia Provincial Library
Reference Services Section
April 1988

88-04848/

Introduction

This is a revised edition of the Directory of Interlibrary Loan Policies for Nova Scotia Libraries which was originally published in June of 1982. This directory is formatted similarly to the Directory of Interlibrary Loan Policies and Duplication Services in Canadian Libraries. It is designed so that it is easy to use and contains as much pertinent interlibrary loan information as possible. Specific borrowing policies of a library are indicated beside each type of publication. Where there is no policy indicated, you may assume that the library does not collect the material in question.

You should be aware that the Nova Scotia Provincial Library cannot assume responsibility for the accuracy of the data given in this publication as the lending policies of various libraries change frequently without notice.

We hope that you will find this directory useful and we encourage you to send along any constructive criticisms.

Library Symbol	NSAMC	NSAMRMS	NSAR	NSAS
Name of library Address	Cumberland Regional Library P.O. Box 220 Amherst, N.S. B4H 3Z2	Maritime Resources Management Service Information Records Centre P.O. Box 310 Amherst, N.S. B4H 3Z5	Annapolis Valley Regional Library P.O. Box 339 Annapolis Royal, N.S. B0S 1A0	Angus L. Macdonald Library St. Francis Xavier University Antigonish, N.S. B2G 1C0
Telephone Telex/Fax	667-2135	667-7231	532-2230	867-3984
E-mail	Envoy 100: ILL.NSAMC		Envoy 100: ILL.NSAR	Envoy 100: ILL.NSAS
INTERLIBRARY LOANS				
Monographs Length of loan	1 month	2 weeks upon receipt	1 month	1 month renewable
Exceptions			Extended loans are available if book is not in demand	
Theses	Not lent			2 weeks - 1 month renewable
Serials	Not lent			Not lent
Length of loan Exceptions			1 month As above	
Other Formats Microfilm				1 month renewable
Microcard				
Microfiche				1 month renewable
Tapes			Talking book deposit: 1 month	Not lent
Records	Not lent			Not lent
Files	Lend only to regional libraries to be used for their own programming			Not lent
Materials not lent	Records	Reference materials and archival materials	Reference materials	Special collections (Celtic collection) Newspapers, Reference
Do not lend to				
Charges	None	$3.00 processing fee		None
Method of Payment		Prepaid		
Separate Notice of Return	No	Yes	No	No
DUPLICATION SERVICES				
Photocopy Days required	Will do as soon as possible	24 hours	Usually same day	2
Price per exposure	$0.20	$3.00 processing fee + $0.30 per exposure	$0.20	No charge
No charge up to	Reasonable amount		10 exposures	
Microfilm Cost		$5.00 per exposure to $20.00 maximum		
Time required				
Other				
Method of payment				
Last Update	NOVEMBER 1987	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988

Library Symbol	NSBS	NSBWK	NSCS	NSD
Name of Library Address	South Shore Regional Library P.O. Box 34 Bridgewater, N.S. B4V 2W6	Western Kings Memorial Library P.O. Box 490 Berwick, N.S. B0P 1E0	Universite Sainte Anne Library P.O. Box 40 Church Point, N.S. B0W 1M0	Dartmouth Regional Library 100 Wyse Road Dartmouth, N.S. B3A 1M1
Telephone	543-2548	538-3111	769-2114	464-2315/2316
Telex/Fax				
E-mail	ENVOY 100: ILL.NSBS		ENVOY 100: ILL.NSCS	ENVOY 100: ILL.NSD
INTERLIBRARY LOANS				
Monographs Length of loan	1 month	2 weeks	3 weeks renewable	1 month
Exceptions	Usually none			
Theses			Not lent	
Serials Length of loan Exceptions	Not lent	Not lent	Not lent. Will photocopy	Not lent
Other Formats Microfilm				Not lent
Microcard				Not lent
Microfiche				Not lent
Tapes	1 month			Talking books for the blind
Records	Listed in-house only			Not lent
Films				Not lent
Materials not lent		Reference materials and serials	Reference materials and Acadiana	Reference materials, serials, and microforms etc., as listed above
Do not lend to				
Charges	None	None	None	None
Method of Payment				
Separate Notice of Return		No	Preferably	No
DUPLICATION SERVICES				
Photocopy Days required	3 - 5		2	3
Price per exposure	$0.10	$0.20	$0.20 (min. charge: $2.00)	No charge
No charge up to	Reasonable amount		5 exposures	
Microfilm Cost Time required				
Other				Microprint supplied where format warrants
Method of Payment	Invoice	Invoice	Invoice	
Last Update	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988	NOVEMBER 1987

Library Symbol	NSDB	NSDE	NSDG	NSDH
Name of Library Address	Bedford Institute of Oceanography Library P.O. Box 1006 Dartmouth, N.S. B2Y 4A2	Environment Canada Library, Conservation & Protection, Atlantic Region 45 Alderney Drive Dartmouth, N.S. B2Y 2N6	Digby General Hospital Library P.O. Box 820 Digby, N.S. B0V 1A0	Hermes Electronic Ltd. Library P.O. Box 1005 40 Atlantic Street Dartmouth, N.S. B2Y 4A1
Telephone	426-3683	426-7219	245-2501	466-7491
Telex/Fax	Telex: 019-31552	Telex: 019 21565		
E-mail	ENVOY 100: ILL.NSDB	ENVOY 100: ILL.NSDE		
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan	2 weeks	4 weeks	2 weeks	1 month
Exceptions				
Theses	2 weeks	4 weeks		
Serials Length of loan	Not lent	2 weeks	Not lent	Not lent
Exceptions				
Other Formats Microfilm	Negotiable	2 weeks		
Microcard				
Microfiche	Negotiable	2 weeks		
Tapes				
Records				
Films				
Materials not lent	Maps, special collections reference	Reference material, current issues of periodicals	Reference materials	
Do not lend to		Directly to public - must go through Interlibrary Loans at their own institution		
Charges	None	None	None	None
Method of Payment				
Separate Notice of Return	No	Not necessary, but appreciated from outside	No	No
DUPLICATION SERVICES				
Photocopy Days required	3	1		
Price per exposure	No charge	No charge	$0.20	Enquire at time of request
No charge up to				
Microfilm Cost	Hard copy: no charge	Cannot duplicate - will lend		
Time required	3			
Other		Will make limited hard copies of specific papers on fiche		
Method of Payment			Invoice	
Last Update	MARCH 1988	NOVEMBER 1987	NOVEMBER 1987	NOVEMBER 1987

Library Symbol	NSDNSH	NSDRV	NSH	NSHA/NSHF
Name of Library Address	**Health Sciences Library** **Nova Scotia Hospital** **P.O. Box 1004** **Dartmouth, N.S.** **B2Y 3Z9**	**Dartmouth Regional Vocational School Library** **21 Woodlawn Road** **Dartmouth, N.S.** **B2W 2R7**	**Halifax City Regional Library** **5381 Spring Garden Road** **Halifax, N.S.** **B3J 1E9**	**Fisheries and Oceans Canada** **Scotia - Fundy Regional Library** **P.O. Box 550** **Halifax, N.S.** **B3J 2S7**
Telephone **Telex/Fax**	464-3255	434-2020, ext. 133	421-6984/6985	426-3180
E-mail			ENVOY 100: ILL.NSH	ENVOY 100: ILL.NSHF
INTERLIBRARY LOANS				
MONOGRAPHS				
Length of loan	5 days	1 month	3 weeks renewable	2 weeks from receipt
Exceptions		Reference books	Reference books	
Theses				2 weeks from receipt
Serials			Not lent	If necessary. Prefer photocopying
Length of loan				
Exceptions				
Other Formats				
Microfilm			Not lent	
Microcard				
Microfiche			Not lent	
Tapes			3 weeks renewable	
Records			(& CDs): Not lent	
Films			(& videos): Not lent	
Materials not lent	Reference and reserve	Textbooks	Maps, vertical file	Active reference, most recent periodicals
Do not lend to				
Charges		Shipping charge ($1.50)	None	None
Method of Payment				
Separate Notice of Return		No	No	No
DUPLICATION SERVICES				
Photocopy Days required			Varies	Will do as soon as possible
Price per exposure	$0.20		No charge for most N.S. Libraries	No charge
No charge up to				
Microfilm Cost				Hard copy: no charge
Time required				
Other				
Method of Payment				
Last Update	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988	MARCH 1988

Library Symbol	NSHBS	NSHC	NSHCA	NSHCDD
Name of Library Address	**Nova Scotia Barristers' Library** **1815 Upper Water Street** **Halifax, N.S.** **B3J 1S7**	**Cambridge Military Library** **1565 Queen Street,** **R A Park** **Halifax, N.S.** **B3J 2H9**	**Nova Scotia College of Art and Design Library** **5163 Duke Street** **Halifax, N.S.** **B3J 3J6**	**Nova Scotia Commission on Drug Dependancy Library** **Lord Nelson Building** **Suite 314** **5675 Spring Garden Road** **Halifax, N.S.** **B3J 1H1**
Telephone	425-2665	427-6314	422-7381, ext. 229	424-4270
Telex/Fax **E-mail**			ENVOY 100: NSCAD	
INTERLIBRARY LOANS				
MONOGRAPHS				
Length of loan	2 weeks	1 month	4 weeks renewable	Metro: 2 weeks (renewable) Outside Metro/N.S.: 3 weeks (renewable)
Exceptions	On request			
Theses			4 weeks renewable	
Serials			By arrangement	Not lent
Length of loan	2 weeks			
Exceptions	On request			
Other Formats				
Microfilm			4 weeks renewable	
Microcard			4 weeks renewable	
Microfiche			4 weeks renewable	
Tape			By arrangement	(videotape: 3 - 5 days)
Records			By arrangement	
Films			By arrangement	
Materials not lent	Heavy use materials	Rare books		
Do not lend to				
Charges	None		None	None
Method of Payment				
Separate Notice of Return			No	Recommended
DUPLICATION SERVICES				
Photocopy				
Days required			2	
Price per exposure			Usually no charge	
No charge up to				
Microfilm				
Cost				
Time required				
Other				
Method of Payment			Invoice	
Last Update	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988	NOVEMBER 1987

Library Symbol	NSHCH	NSHCIC	NSHD	NSHD
Name of Library Address	**Health Sciences Library** **Camp Hill Hospital** **1763 Robie Street** **Halifax, N.S.** **B3H 3G2**	**Nova Scotia Department of Government Services - Systems and Computer Services Library** **P.O. Box 54** **Halifax, N.S.** **B3J 2L4**	**Killam Memorial Library** **Dalhousie University** **Halifax, N.S.** **B3H 4H8**	**MacDonald Science Library** **Dalhousie University** **Halifax, N.S.** **B3H 4J3**
Telephone **Telex/Fax**	420-2287	424-2918	424-3612	424-2384
E-mail	ENVOY 100: CSH.LIB		ENVOY 100: ILL.KILLAM	ENVOY 100: ILL.MACDONALD
INTERLIBRARY LOANS			No rush req or telephone req accepted as of July 1, 1988.	Libraries submitting rush requests must pay for courier.
MONOGRAPHS				
Length of loan Exceptions	2 weeks	1 month	2 weeks renewable	2 weeks renewable in Metro; 3 weeks renewable outside Metro
Theses	1 week		Pre 1972 if circ copy available. After 1972 apply OCNL	Pre 1972 if circ copy available. After 1972 apply OCNL
Serials	Loan only to libraries on Dalhousie Book Truck or Metro Hospitals		Not lent	Not lent
Length of loan Exceptions	1 week		Will loan if only location	Will loan if over 30 pages or tightly bound, and if only location
Other Formats				
Microfilm			2 weeks renewable	2 weeks renewable
Microcard			2 weeks renewable	2 weeks renewable
Microfiche	Do not lend. Will supply photocopies. Exceptions made if required.	(videotapes: 3 - 5 days)	2 weeks renewable	2 weeks renewable
Tapes			Not lent	
Records			Not lent	
Films	Borrowing library responsible for replacement of material. 1 week use.			
Materials not lent	As above		Theses after 1971, records, Kipling-coll, reference, rare	Theses after 1971 & reference
Do not lend to				
Charges	None	None	$3.00 per request	$3.00 per request
Method of Payment				
Separate Notice of Return	No	Yes	No	No
DUPLICATION SERVICES				
Photocopy Days required Price per exposure	Same day service No charge to hospitals and government libraries if material not available at Kellogg. No charge to others if NSHCH only location.	No charge	$3.00 min. charge up to 10 pages. $0.30 per additional page - 20 pages maximum as of July 1, 1988. (Has reciprocal agreements with many libs.)	$3.00 min. charge up to 10 pages. $0.30 per additional page (has reciprocal agreements with many libraries)
No charge up to				
Microfilm Cost			Rates on request	Rates on request
Time required			1 - 2 weeks	1 - 2 weeks
Other				
Method of Payment			Invoice with material	Invoice with material
Last Update	NOVEMBER 1987	NOVEMBER 1987	APRIL 1988	APRIL 1988

Library Symbol	NSHDAG	NSHDCA	NSHDD	NSHDE
Name of Library **Address**	**Nova Scotia Department of Attorney General Library** **P.O. Box 7** **Halifax, N.S.** **B3J 2L6**	**Nova Scotia Department of Consumer Affairs Library** **P.O. Box 998** **Halifax, N.S.** **B3J 2X3**	**Nova Scotia Department of Industry, Trade and Technology Library** **P.O. Box 519** **Halifax, N.S.** **B3J 2R7**	**Nova Scotia Department of the Environment** **P.O. Box 2107** **Halifax, N.S.** **B3J 3B7**
Telephone	424-7699	424-4690	424-5807	424-5300
Telex/Fax			Telex: 019-21863	
E-mail				
INTERLIBRARY LOANS		At discretion of research officer		
MONOGRAPHS				
Length of loan	2 weeks	Variable	3 weeks renewable	3 weeks
Exceptions	Some material on reserve		Material required by Dept., at librarian's discretion	
Theses				3 weeks
Serials	Photocopies only	Not loaned		
Length of loan			1 week	3 weeks
Exceptions				Journals less than six months old
Other Formats				
Microfilm				
Microcard				
Microfiche				
Tapes				
Records				
Films		2 weeks		
Materials not lent	Reference, reserve materials, journals, statutes, law.	Serials & reference	Maps, documents, reference	Reference material
Do not lend to	Individuals. Must go through library.	Persons without identification		
Charges	None	None	None	None
Method of Payment				
Separate Notice of Return	No	No	No	No
DUPLICATION SERVICES				
Photocopy				
Days required	5 working days		3	3
Price per exposure	No charge	$0.10	$0.10	No charge
No charge up to		20 pages	10 exposures	
Microfilm				
Cost				
Time required				
Other				
Method of Payment		Cash	Invoice	
Last Update	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988	NOVEMBER 1987

Library Symbol	NSHDH	NSHDIP	NSHDIS	NSHDL
Name of Library *Address*	**Nova Scotia Department of Transportation - Materials Laboratory Library** **Site 37, R.R. #1** **Windsor Junction, N.S.** **B0N 2V0**	**Henson College of Public Affairs and Continuing Education Library** **Dalhousie University** **6086 University Avenue** **Halifax, N.S.** **B3H 3J5**	**School for Resources and Environmental Studies Library** **Dalhousie University** **1312 Robie Street** **Halifax, N.S.** **B3H 3E2**	**Dalhousie Law Library** **Dalhousie University** **Halifax, N.S.** **B3H 4H9**
Telephone **Telex/Fax**	861-1911	424-2526 Telex: 019-21863	424-3632 Telex: (via N.Y.) 961000	424-2124
E-mail			ENVOY 100: SRES	ENVOY 100: ILL.WELDON
INTERLIBRARY LOANS		Effective April 1, 1988 materials at Henson College will constitute the research collection for Henson College staff. Others may use the collection on site but will not be able to borrow items.		
MONOGRAPHS	(technical reports)			
Length of loan	1 month		3 weeks	1 month renewable
Exceptions			None	
Theses			Not lent	Not lent
Serials				Not lent
Length of loan			3 weeks	
Exceptions			None	
Other Formats				Not lent
Microfilm				
Microcard				
Microfiche				
Tapes				
Records				
Films				
Materials not lent	Journals		As above	Law reports, statutes, reference, reserve items, abridgements, digests, rare
Do not lend to				
Charges	None		None	$3.00 per request
Method of Payment				Money order or cheque
Separate Notice of Return	No		No	No
DUPLICATION SERVICES				
Photocopy				
Days required			1	3
Price per exposure	No charge		$0.10 per page. No price reduction for multiple copies	$3.00 for 1 - 10 pages, $0.30 for each additional page
No charge up to				
Microfilm				
Cost				
Time required				
Other				
Method of Payment			Invoice, to be paid by cheque/money order	Invoice
Last Update	NOVEMBER 1987	FEBRUARY 1988	NOVEMBER 1987	MARCH 1988

Library Symbol	NSHDM	NSHDOL	NSHDOM	NSHDR
Name of Library Address	**W. K. Kellogg Health Sciences Library** **Sir Charles Tupper Bldg.** **Dalhousie University** **Halifax, N.S.** **B3H 4H7**	**Nova Scotia Department of Labour Library** **P.O. Box 697** **Halifax, N.S.** **B3J 2T8**	**Nova Scotia Department of Mines and Energy Library** **P.O. Box 1087** **Halifax, N.S.** **B3J 2X1**	**Nova Scotia Department of Tourism and Culture** **Cultural Affairs Section Library** **P.O. Box 864** **Halifax, N.S.** **B3J 2V2**
Telephone **Telex/Fax** **E-mail**	424-2469 Fax: 424-3750 ENVOY 100: ILL.KELLOGG	424-4313	424-8633	424-7734
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan	4 weeks	1 month from date received	2 weeks (renewable)	4 weeks
Exceptions	Special collections			
Theses	At NSHD			
Serials Length of loan	1 week (only for those libraries on Dal Truck)	Not lent		4 weeks
Exceptions	Not loaned by mail			Most recent issues
Other Formats Microfilm				Art slides; weaving samples
Microcard				
Microfiche			(theses): 2 wks (renewable)	
Tapes	2 weeks. 1st class mail required			
Records				
Films				
Materials not lent	Reference, indexes, abstracts, reserve	Departmental publications, serials, ref material including legal case report series, legal textbooks	Serials	Out of print materials
Do not lend to				
Charges	$3.00 within the region. $5.00 outside the region	None	None	None
Method of Payment	Cheque payable to Dalhousie University, but sent to NSHDM			
Separate Notice of Return	No	No		
DUPLICATION SERVICES		Entire issues of out-of-print annuals or other serials pub by this dept will not be copied		
Photocopy Days required	1 - 5	Will do as soon as possible		
Price per exposure	$3.00 min. charge within the region. $0.25 per page $5.00 min. charge outside the region. $0.25 per page	No charge	$0.20	No charge
No charge up to			5 exposures	
Microfilm Cost			Hard copy: $0.40 per page	
Time required				
Other				
Method of Payment	Cheque payable to Dalhousie University, but sent to NSHDM		Billed at month ending	
Last Update	MARCH 1988	NOVEMBER 1987	NOVEMBER 1987	NOVEMBER 1987

Library Symbol	NSHH	NSHHC	NSHHI	NSHIAP
Name of Library Address	**Nova Scotia Department of Health and Fitness Library** **P.O. Box 488** **Halifax, N.S.** **B3J 2R8**	**Halifax County Regional Library** **32 Glendale Avenue** **Lower Sackville, N.S.** **B4C 3M1**	**Halifax Infirmary Health Services Library** **1335 Queen Street** **Halifax, N.S.** **B3J 2H6**	**Environment Canada / Parks Atlantic Regional Library** **Historic Properties** **Upper Water Street** **Halifax, N.S.** **B3J 1S9**
Telephone	424-8694	864-4414	428-3058	426-7266
Telex/Fax				
E-mail		ENVOY 100 ILL.NSHC		ENVOY 100: PARKSATLANTIC.LB
INTERLIBRARY LOANS			Lend through regional interlibrary loan (NSHDM) only.	
MONOGRAPHS Length of loan	2 weeks	4 weeks		1 month
Exceptions		High demand or very new materials - 2 weeks use		
Theses				
Serials Length of loan Exceptions	2 weeks	Not lent		1 week
Other Formats Microfilm				1 month
Microcard				
Microfiche		Not lent		
Tapes		Not lent		
Records		Not lent		
Films				
Materials not lent		Serials, reference		rare books
Do not lend to		School libraries		
Charges	None	None		None
Method of Payment				
Separate Notice of Return		No		
DUPLICATION SERVICES				
Photocopy Days required Price per exposure	Will do as soon as possible No charge	2 $0.10 - $0.15 (mf)		2 No charge
No charge up to		$1.00		
Microfilm Cost				
Time required				
Other				
Method of Payment		Cheque or money order		
Last Update	NOVEMBER 1987	NOVEMBER 1987	NOVEMBER 1987	FEBRUARY 1988

Library Symbol	NSHK	NSHKH	NSHL	NSHM
Name of Library Address	The University of King's College Library Coburg Road Halifax, N.S. B3H 2A1	Health Sciences Library IWK Hospital for Children 5850 University Avenue Halifax, N.S. B3J 3G9	Legislative Library of Nova Scotia P.O. Box 396 Province House Hollis Street Halifax, N.S. B3J 2P8	National Research Council Atlantic Research Laboratory - Library 1411 Oxford Street Halifax, N.S. B3H 3Z1
Telephone Telex/Fax	422-1271	428-8238	424-5932	426-8250 Telex: 019-21653
E-mail		ENVOY 100: ILL.IWK	ENVOY 100: via NSHPL	ENVOY 100: CISTI.ARLH
INTERLIBRARY LOANS				
MONOGRAPHS		Not usually loaned		
Length of loan	1 month renewable		2 weeks renewable	2 weeks renewable
Exceptions			Rare Nova Scotiana	
Theses			Yes	2 weeks renewable
Serials Length of loan Exceptions	Not lent - Photocopy supplied	Not lent - photocopy supplied	Not lent	2 weeks renewable Abstracts
Other Formats Microfilm			2 weeks	Not lent - photocopy supplied
Microcard				2 weeks renewable
Microfiche			2 weeks	Not lent - photocopy supplied
Tapes				
Records				
Films				2 weeks renewable
Materials not lent	Treasure Room items, fragile material, serials	Actual items usually not lent Photocopies will be supplied where possible	Maps, pictures, pre-1900 imprints	Reference
Do not lend to	Any institution returning items damaged			
Charges	None		None	None
Method of Payment				
Separate Notice of Return	No		No	No
DUPLICATION SERVICES				
Photocopy Days required		3		
Price per exposure	$0.10		No charge	No charge
No charge up to	10 exposures	20 exposures		
Microfilm Cost			$50.00	Hard copy: no charge
Time required			6 weeks	
Other				
Method of Payment	Invoice		Invoice	
Last Update	MARCH 1988	NOVEMBER 1987	MARCH 1988	MARCH 1988

Library Symbol	NSHMA	NSHMM	NSHMS	NSHMT
Name of Library Address	**Nova Scotia Department of Municipal Affairs Library** **P.O. Box 216** **Halifax, N.S.** **B3J 2M4**	**Maritime Museum of the Atlantic Library** **1675 Lower Water Street** **Halifax, N.S.** **B3J 1S3**	**Nova Scotia Museum Library** **1747 Summer Street** **Halifax, N.S.** **B3H 3A6**	**Canadian Coast Guard Regional Library** **P.O. Box 1013** **Dartmouth, N.S.** **B2Y 4K2**
Telephone	424-5965	429-8210	429-4610	426-5182
Telex/Fax				
E-mail				
INTERLIBRARY LOANS			Material must be returned by registered mail	
MONOGRAPHS Length of loan	1 month in most cases	2 weeks	2 weeks to 1 month depending on material	1 month
Exceptions				Reference material
Theses				
Serials Length of loan Exceptions	Not lent		Not lent	2 weeks Prefer to photocopy
Other Formats Microfilm			Not lent	
Microcard				
Microfiche				Not lent - will photocopy
Tapes				
Records				
Films				
Materials not lent	Serials	Books in Rare and in Reference Sections; ship registers; damaged books; books for binding		Charts, almanacs, statutes, microfiche, reference
Do not lend to				Individuals
Charges	None		Registered mail round trip charges when required	None
Method of Payment			Cheque to N.S. Museum	
Separate Notice of Return				No
DUPLICATION SERVICES				
Photocopy Days required Price per exposure	No charge in most cases	3 or 4 days $0.10	2 $0.10	2 - 3 No charge
No charge up to				
Microfilm Cost				
Time required				
Other				Hard copy from microfiche: $0.25 per page
Method of Payment		Money order	Cheque to N.S. Museum	Prepayment
Last Update	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988	MARCH 1988

Library Symbol	NSHMTT	NSHN	NSHP	NSHPC
Name of Library Address	Maritime Telegraph and Telephone Co. Ltd. Information Resource Centre P.O. Box 880 Halifax, N.S. B3J 2W3	Defence Research Establishment Atlantic Library P.O. Box 1012 Dartmouth, N.S. B2Y 3Z7	Public Archives of Nova Scotia 6016 University Avenue Halifax, N.S. B3H 1W4	Corporate Research and Information Centre Nova Scotia Power Corporation P.O. Box 910 Halifax, N.S. B3J 2W5
Telephone Telex/Fax	421-4570	426-3100	423-9115	428-6928/6335 Telex: 019-217-36 Fax: 428-6100
E-mail	ENVOY 100: ILL.NSHMTT	ENVOY 100: DREA.INFO.SVCS		
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan	2 weeks	2 weeks renewable		4 weeks
Exceptions				Reference books
Theses		2 weeks renewable		
Serials Length of loan	Not lent	3 days - 1 week. Prefer photocopy		Not lent
Exceptions				
Other Formats Microfilm		2 weeks renewable		Not lent
Microcard				Not lent
Microfiche		2 weeks renewable		Not lent
Tapes				Not lent
Records				Not lent
Films				Not lent
Materials not lent	Reference, serials	Reference material, classified documents	All	Serials, reference books
Do not lend to		Individuals		Individuals
Charges		None		None
Method of Payment				
Separate Notice of Return		No		
DUPLICATION SERVICES				
Photocopy Days required	1	1		2
Price per exposure	No charge	No charge	$0.25	No charge
No charge up to				
Microfilm Cost			Hard copy: $0.25 per page	
Time required				
Other				
Method of Payment			Invoice	
Last Update	NOVEMBER 1987	MARCH 1988	MARCH 1988	MARCH 1988

Library Symbol	NSHPH	NSHPL	NSHR	NSHRC
Name of Library Address	Atlantic School of Theology Library 640 Francklyn Street Halifax, N.S. B3H 3B5	Nova Scotia Provincial Library 6955 Bayers Road Halifax, N.S. B3L 4S4	Nova Scotia Research Foundation Corporation Library P.O. Box 790 Dartmouth, N.S. B2Y 3Z7	Nova Scotia Rehabilitation Centre, Library 1341 Summer Street Halifax, N.S. B3H 4K4
Telephone	423-7986	453-2810	424-8670	422-1787
Telex/Fax				
E-mail	ENVOY 100: THEOLOGY	ENVOY 100: ILL.NSHPL		
INTERLIBRARY LOANS			Service suspended during 2 week period between Christmas and New Year	
MONOGRAPHS				
Length of loan	1 month	4 weeks renewable	1 month	
Exceptions	Reference and reserve materials	Heavily used materials		
Theses	1 month (only where more than one copy exists)		2 weeks	
Serials	Not lent. Photocopy only	Lent only if older than 6 mo.		
Length of loan		4 weeks renewable	2 weeks	4 days (current year) 7 days (past years)
Exceptions				For local libs only. Other libs receive photocopy only
Other Formats				
Microfilm				
Microcard				
Microfiche		Not lent		
Tapes		4 weeks renewable		(videotapes): not lent
Records		4 weeks renewable		
Films				
Materials not lent	Serials, rare books, single copies of theses	Reference	Reference	Videotapes, films, audio-cassettes
Do not lend to				
Charges		None	None	None
Method of Payment				
Separate Notice of Return	No	No	No	
DUPLICATION SERVICES				
Photocopy				
Days required	1			3
Price per exposure	$2.50 service charge + $0.10 per page	No charge	$0.10	$0.10
No charge up to	10 pages		10 pages	
Microfilm				
Cost	According to cost at NSAM			
Time required	1 week			
Other				
Method of Payment	Invoice w/copy		Invoice w/material	Cheque
Last Update	NOVEMBER 1987	APRIL 1988	NOVEMBER 1987	NOVEMBER 1987

Library Symbol	NSHS	NSHSS	NSHSW	NSHT
Name of Library Address	**Patrick Power Library** **Saint Mary's University** **Halifax, N.S.** **B3H 3C3**	**Nova Scotia Department of Community Services** **Library** **P.O. Box 696** **Halifax, N.S.** **B3J 2T7**	**Maritime School of Social Work Library** **6420 Coburg Road** **Halifax, N.S.** **B3H 3J5**	**Technical University of Nova Scotia - Library** **P.O. Box 1000** **Halifax, N.S.** **B3J 2X4**
Telephone	420-5542	424-4383	424-6433	429-8300
Telex/Fax				Telex: 019-21566 Fax: 429-2176
E-mail	ENVOY 100: ILL.NSHS			
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan Exceptions	3 weeks renewable	1 month	3 weeks, renewable once	3 weeks renewable
Theses	No Phd theses. Others lent if circ. copy available		Lend 1958-	Not lent. Microfilm, photocopy supplied
Serials	Not lent	Would prefer to photocopy Will occasionally loan if whole issue is required	Not lent. Photocopy supplied	Not lent. Photocopy supplied
Length of loan Exceptions	Single theme or monographic issues under special circumstances	1 month		
Other Formats	Not lent			Not lent. Hardcopy or microfilm: duplicate supplied
Microfilm				
Microcard				
Microfiche				
Tapes				
Records				
Films				
Materials not lent	Reference, theses (except as above), A-V		Serials, reference	
Do not lend to	Individuals			
Charges	None	None	None	Reciprocal
Method of Payment				Invoice
Separate Notice of Return	No	No	No	Yes
DUPLICATION SERVICES				
Photocopy Days required		Will do as soon as possible	2	
Price per exposure	From paper: $0.10/expo if over 20 expos From microfilm: $0.25/expo	No charge. No reasonable request refused. Unreasonable requests refused.	$0.15	$0.30 ($3.00 minimum charge)
No charge up to				
Microfilm Cost	According to cost at NSHT			In Canada - minimum $30 Outside Canada: - minimum $40
Time required	1 - 3 weeks			
Other				
Method of Payment	Invoice		Invoice	Prepayment in most cases
Last Update	MARCH 1988	NOVEMBER 1987	MARCH 1988	MARCH 1988

Library Symbol	NSHTI	NSHTU	NSHV	NSHVGH
Name of Library Address	**Nova Scotia Institute of Technology - Library** **P.O. Box 2210** **Halifax, N.S.** **B3J 3C4**	**Nova Scotia Teachers Union - Bruce Hunter Memorial Library** **P.O. Box 1060** **Armdale, N.S.** **B3L 4L7**	**Mount Saint Vincent University Library** **166 Bedford Highway** **Halifax, N.S.** **B3M 2J6**	**Health Sciences Library** **Victoria General Hospital** **Halifax, N.S.** **B3H 2Y9**
Telephone	424-4224	477-5621	443-4450	428-3497
Telex/Fax				
E-mail			ENVOY 100: ILL.NSHV	
INTERLIBRARY LOANS				(Libraries are requested to return materials by registered mail during periods of labour strife)
MONOGRAPHS				
Length of loan	2 weeks from receipt	Negotiable up to 1 month	2 weeks from date of receipt. MacDonald coll. - certain items not lent. Others for use in borrowing lib only	3 weeks
Exceptions				
Theses		Negotiable up to 1 month	Copy only. $0.20 per page	
Serials	Not usually lent. Will photocopy	Not lent. Will photocopy	Not lent	
Length of loan				1 week
Exceptions				
Other Formats				
Microfilm			2 weeks renewable	
Microcard			2 weeks renewable	
Microfiche		Not lent. Will photocopy	2 weeks renewable	
Tapes			Not lent	Yes
Records			Not lent	
Films			Not lent	
Materials not lent			Reference, indexes	Reference, reserve. (Material located in departments may be difficult to retrieve)
Do not lend to				
Charges	None, unless weight causes materials to be shipped or couriered, rather than mailed	None	None for monographs. $0.20 per page for theses. Invoice on form	None
Method of Payment				
Separate Notice of Return	No		No	Yes, for out of province loans
DUPLICATION SERVICES				
Photocopy				
Days required	1 week turnaround	1 week	2	
Price per exposure	No charge (reasonable requests)	$0.10	$0.20 (minimum charge: $2.00)	
No charge up to				
Microfilm				
Cost			As charged by microfilming services	
Time required		1 week	3 weeks minimum	
Other		Hardcopy from microfiche: $0.10 per page		
Method of Payment		Cash or Cheque to N.S.T.U.	Invoice on form	
Last Update	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988	NOVEMBER 1987

Library Symbol	NSHVH	NSHVTT	NSKER	NSKR
Name of Library Address	Halifax Regional Vocational School Library 1825 Bell Road Halifax, N.S. B3H 2Z4	Nova Scotia Department of Advanced Education and Job Training Library Founder's Square 1701 Hollis Street Halifax, N.S. B3J 3N7	Efamol Research Institute Library P.O. Box 818 Kentville, N.S. B4N 4H8	Kentville Agricultural Centre Research Station Library Kentville, N.S. B4N 1J5
Telephone Telex/Fax	424-7972	424-5264	678-3001 Telex: 019-32199	678-2171
E-mail			ENVOY 100: EFAMOL.LIB	ENVOY 100: ILL.NSKR
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan	3 weeks	2 weeks	Will loan occasionally	2 weeks renewable
Exceptions	Reference and reserve books			Reference
Theses				
Serials Length of loan Exceptions	3 weeks Current issues	2 weeks Current popular serials not lent	Will loan occasionally	2 weeks Current issues
Other Formats Microfilm				2 weeks
Microcard				
Microfiche				
Tapes	Not lent			
Records				
Films				
Materials not lent	Audio Visual			
Do not lend to	General public		Public at large. However, do respond to requests for info from other libs, and individuals who have questions regarding essential fatty acids. Will lend material to these user groups on occasion	
Charges	None	None		None
Method of Payment				
Separate Notice of Return	No	No	No	No
DUPLICATION SERVICES				Large photocopy jobs are handled as loans
Photocopy Days required	Same day	2		2-3
Price per exposure	$0.10	No charge	No charge	No charge
No charge up to	10 pages			
Microfilm Cost				
Time required				
Other				
Method of Payment	Money order			
Last Update	NOVEMBER 1987	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988

Library Symbol	NSKVH	NSLAL	NSLF	NSME
Name of Library Address	Valley Health Services Association Library 186 Park Street Kentville, N.S. B4N 1M7	J. B. Hall Memorial Library Nova Scotia College of Geographic Sciences P.O. Box 10 Lawrencetown, N.S. B0S 1M0	Fortress of Louisbourg National Historic Park Project Library P.O. Box 160 Louisbourg, N.S. B0A 1M0	Eastern Counties Regional Library P.O. Box 250 Mulgrave, N.S. B0E 2G0
Telephone Telex/Fax	678-7381 Fax: 679-0557	584-2226	733-2280	747-2597
E-mail			ENVOY 100: PARKS.LSRG.LB	ENVOY 100: ILL.NSME
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan	2 weeks	2 weeks	2 weeks renewable	4 weeks (2 weeks if hold placed)
Exceptions				
Theses		Photocopied and billed only	2 weeks renewable	
Serials Length of loan Exceptions	Not lent. Photocopy only		2 weeks	4 weeks
Other Formats Microfilm			2 weeks renewable	
Microcard				
Microfiche				
Tapes				
Records				
Films				4 weeks
Materials not lent	Reference; departmental books with a few exceptions	Some reference material and antique books	Maps, photos, rare books (except where lendable in microfilm form)	
Do not lend to				
Charges	Enquire at time of request	None	None	None
Method of Payment	Invoice			
Separate Notice of Return	No			No
DUPLICATION SERVICES				
Photocopy Days required		7 - 10	2	
Price per exposure	$0.20	$0.10	$0.15	No charge
No charge up to				
Microfilm Cost				
Time required				
Other				
Method of Payment	Invoice	Invoice; cash, cheque, money order	Invoice	
Last Update	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988	NOVEMBER 1987

Library Symbol	NSMS	NSNGP	NSPRV	NSSC
Name of Library Address	Soldiers Memorial Hospital - Library P.O. Box 730 Middleton, N.S. B0S 1P0	Pictou - Antigonish Regional Library P.O. Box 276 Civic Building New Glasgow, N.S. B2H 5E3	Pictou Regional Vocational School Library P.O. Box 820 Stellarton, N.S. B0K 1S0	Cape Breton Regional Library 50 Falmouth Street Sydney, N.S. B1P 6X9
Telephone	925-3411	752-6217	752-2002	562-3279
Telex/Fax				
E-mail		ENVOY 100: ILL.NSNGP		ENVOY 100: ILL.NSSC
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan	2 weeks from receipt	1 month	3 weeks	1 month
Exceptions				
Theses				
Serials Length of loan Exceptions	Not lent. Photocopy only	1 month	3 weeks	1 month
Other Formats Microfilm				
Microcard				
Microfiche				
Tapes				
Records		Not lent		
Films				Not lent
Materials not lent	Reference	Records, current year materials		Reference, special collection
Do not lend to				
Charges	None	None	None	None
Method of Payment				
Separate Notice of Return	No	No		No
DUPLICATION SERVICES				
Photocopy Days required	1 week			
Price per exposure	$0.20	$0.20	Enquire at time of request	$0.25
No charge up to	2 pages			10 pages
Microfilm Cost				
Time required				
Other				
Method of Payment	Payment on receipt of invoice			
Last Update	NOVEMBER 1987	NOVEMBER 1987	NOVEMBER 1987	NOVEMBER 1987

Library Symbol	NSSCG	NSSSRH	NSSX	NSTA
Name of Library Address	**Canadian Coast Guard College Library** **P.O. Box 4500** **Sydney, N.S.** **B1P 6L1**	**Saint Rita Hospital Health Sciences Library** **409 King's Road** **Sydney, N.S.** **B1S 1B4**	**University College of Cape Breton - Library** **P.O. Box 5300** **Sydney, N.S.** **B1P 6L2**	**Nova Scotia Agricultural College Library** **P.O. Box 550** **Truro, N.S.** **B2N 5E3**
Telephone	564-3660	562-2322	539-5300	895-1571
Telex/Fax	Telex: 019-35185			
E-mail			ENVOY 100: LIB.UCCB	ENVOY 100: ILL.NSTA
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan	1 month	1 week	2 weeks (renewable)	4 weeks renewable
Exceptions				
Theses			(where 2 copies exist: 2 wks)	
Serials Length of loan	Photocopy only	1 week	Not lent	Not lent
Exceptions				
Other Formats Microfilm	Not lent		Not lent	Not lent
Microcard	Not lent			
Microfiche				Not lent
Tapes	Not lent	(videocassettes: 24 hours)		
Records				
Films	(includes videos: 3 weeks negotiable)			
Materials not lent			Serials, microform, special collections, reference	Government documents, reference
Do not lend to		Outside Cape Breton		
Charges	Reciprocal charges only	Shipping fees	None	None
Method of Payment	Invoice	C.O.D. in most cases		
Separate Notice of Return	Yes	No	No	No
DUPLICATION SERVICES				
Photocopy Days required		5		Will do as soon as possible
Price per exposure	$0.10 (minimum charge: $2.00) No charge to other libraries that don't charge	$0.20	$3.00 per transaction. No charge to public libraries (in most cases)	No charge
No charge up to				Nil
Microfilm Cost			Hard copy: $0.25 per page	Enquire at time of request
Time required				48 hours
Other				
Method of Payment	Invoice sent with item			
Last Update	MARCH 1988	NOVEMBER 1987	NOVEMBER 1987	MARCH 1988

Library Symbol	NSTC	NSTT	NSWA	NSWEK
Name of Library Address	Colchester-East Hants Regional Library 754 Prince Street Truro, N.S. B2N 1G9	Learning Resources Centre Nova Scotia Teachers College P.O. Box 810 Truro, N.S. B2N 5G5	Vaughan Memorial Library Acadia University Wolfville, N.S. B0P 1X0	Eastern Kings Memorial Hospital Library P.O. Box 1180 Wolfville, N.S. B0P 1X0
Telephone	895-4183	895-5347	542-2201	542-2266
Telex/Fax				
E-mail	ENVOY 100: ILL.NSTC		ENVOY 100: ILL.NSWA	
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan	4 weeks	1 month	2 weeks	2 weeks
Exceptions	Reference books, high demand titles			
Theses		1 month	2 weeks	
Serials Length of loan	Not lent	Not lent. Will photocopy	1 week, special circumstances only	Not lent
Exceptions				
Other Formats Microfilm		1 month	Negotiable	
Microcard				
Microfiche		1 month		
Tapes	4 weeks	1 month		
Records	Not lent			
Films				
Materials not lent		Reference, rare, kits, records, serials	Serials, rare	Reference, serials
Do not lend to				
Charges	None	None	Charge only those libraries that charge them	None
Method of Payment			Invoice	
Separate Notice of Return		No	No	No
DUPLICATION SERVICES				
Photocopy Days required	10	1		
Price per exposure	$0.10	$0.10	$0.15	$0.20
No charge up to	$2.50		6 pages	
Microfilm Cost		Hard copy: $0.10 per page	Negotiable	
Time required				
Other		Hard copy from microfiche: $0.10 per page		
Method of Payment		Invoice	Invoice	Invoice
Last Update	NOVEMBER 1987	MARCH 1988	MARCH 1988	NOVEMBER 1987

Library Symbol	NSY			
Name of Library Address	**Western Counties Regional Library** 405 Main Street Yarmouth, N.S. B5A 1G3	**Aberdeen Hospital Library** Aberdeen Hospital 835 East River Road New Glasgow, N.S. B2H 3S6	**Cape Breton Hospital Library** P.O. Box 515 Sydney, N.S. B1P 6H4	
Telephone	742-2486	752-8311	539-3370	
Telex/Fax				
E-mail	ENVOY 100: ILL.NSY			
INTERLIBRARY LOANS				
MONOGRAPHS Length of loan	1 month from receipt	2 weeks	2 weeks	
Exceptions		Heavily demanded title may have shorter lending period		
Theses	Not lent	Not lent		
Serials Length of loan Exceptions	Not lent	1 week. Prefer photocopying		
Other Formats Microfilm	Not lent			
Microcard				
Microfiche				
Tapes			(audiovisual cassette): 1 week, fee applies. Full payment required if damaged	
Records				
Films				
Materials not lent	Serials, theses, other formats		Reference, serials, microfiche	
Do not lend to				
Charges	None	Enquire at time of request	Enquire at time of request	
Method of Payment		Cheque		
Separate Notice of Return	No	No		
DUPLICATION SERVICES				
Photocopy			Enquire at time of request	
Days required	1	1		
Price per exposure	$0.30	$0.15		
No charge up to	$3.00			
Microfilm	Microfilm reader/printer	None		
Cost	No charge up to $3.00			
Time required				
Other				
Method of Payment	Cheque	Cheque		
Last Update	NOVEMBER 1987	NOVEMBER 1987	NOVEMBER 1987	

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